

## Agenda Placement Request Form

Meeting Date : \_\_\_\_\_

Requester: \_\_\_\_\_

Agenda Topic: \_\_\_\_\_

Author: \_\_\_\_\_

**Agenda Requests:** Any Tribal Councilor, the Executive, or Tribal Citizen may request consideration and action by the Tribal Council by completing an agenda request form and submitting such form to the Legislative Office Manager. Agenda requests should include the following supporting information in additional attachments if you run out of space on this form:

- ☐ A description of the issue (including any supporting documentation);  
\_\_\_\_\_
- ☐ Whether any action (motion, resolution, statute, etc.) is requested;  
\_\_\_\_\_
- ☐ The need for such action; \_\_\_\_\_  
\_\_\_\_\_
- ☐ The Tribal Council's Authority for such action (i.e. Constitutional Authority, Statutory Authority, etc.); \_\_\_\_\_  
\_\_\_\_\_
- ☐ Whether the action requested is addressed by existing Resolutions, Statutes, or Policies; \_\_\_\_\_  
\_\_\_\_\_
- ☐ How any proposed action would be implemented; and the persons who would be responsible for implementing any proposed action; \_\_\_\_\_  
\_\_\_\_\_

### Impact Statements:

- ☐ Financial; \_\_\_\_\_  
\_\_\_\_\_
- ☐ Legal; \_\_\_\_\_  
\_\_\_\_\_
- ☐ Other; \_\_\_\_\_  
\_\_\_\_\_

**The following was received and reviewed by the Tribal Council Appropriations and Finance Standing Committee:**

Reviewed By: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

- ☐ Resolutions
- ☐ Statute / Ordinance
- ☐ Policy
- ☐ Submission of Contracts / Grant Applications / Lease Agreements

**The following was received and reviewed by the Chief Financial Officer prior to submission to Tribal Council for action:**

Reviewed By: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

- ☐ Resolutions
- ☐ Statute / Ordinance
- ☐ Policy
- ☐ Budget Modification
- ☐ Submission of Contracts / Grant Applications / Lease Agreements

**Executive Branch Review:**

Reviewed By: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Legal Department Review:**

Reviewed By: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**For Official Tribal Council Office Use Only:**

**Approved For Agenda Item on Meeting Date:**

**By:**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_